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Chief of Logistics

5 November 1953

Chief, Special Staff

Logistics Office Objectives Review, First Quarter, Fiscal Year 1954

1. A detailed analysis has been made of the Logistics Office objectives for the fiscal year 1954. This analysis includes a review of the objectives of each organizational element within the Logistics Office. Objectives completed during the last six (6) months of fiscal year 1953, (enclosure A) have not been included as accomplishments during the first quarter of fiscal year 1954.

2. During the first quarter of fiscal year 1954, the following projects and/or programs were completed by various organizational elements within the Logistics Office:

a. Field inspection program has been initiated for the inspection of CIA real property and utilities.

b. Purchase procedures have been developed at the [REDACTED]

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c. The Pricing Guide for use by all Agency activities has been developed and published.

d. Qualified personnel have been recruited to man the [REDACTED]

25X1A

25X1A

e. The Logistical Support Course has been established to provide training for all logistics personnel of the Agency.

f. Appropriations symbols have been obtained for all transportation requests and all Government 'bills of lading' used by the Agency.

g. An accounting system has been established for funds allotted to and obligated by the Transportation Division.

h. A scheduled truck run has been established between the [REDACTED]

25X1A

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i. The Materiel Reference Data Manual of major supply items has been completed, published and distributed for 735 items.

j. Initial instructions and procedures for guidance of field elements in preparing forecasts of materiel requirements are complete.

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k. The Logistics Office technical library has been established.

3. During the balance of fiscal year 1954 the Logistics Office anticipates the accomplishment of those objectives as indicated in (enclosure B). It is anticipated that these objectives will be reviewed on a quarterly basis during fiscal year 1954 to determine what progress has been made, what new objectives should be added, and to publish revised summaries.

4. The successful completion of those projects and/or programs as indicated in (enclosure A) and paragraph 2 above, indicates that continual progress has been made during the past nine (9) months toward placing the Logistics Office on a sound management basis. It is apparent that continued application of sound leadership and practical guidance will result in the accomplishment of those objectives listed in (enclosure B), during the last nine (9) months of fiscal year 1954.

5. It should be noted that during the first quarter, eleven (11) projects and/or programs were completed and are now in operation.

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Enclosures:

- 'A' - Projects and/or Programs
Completed during last 6
months of FY-53
- 'B' - Programmed Objectives
Balance of FY-54

LO/SS/ARL:mk (4 November 1953)

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